

Skidmore, Owings & MerrillMemorandum

Date: July 16, 1981
 To: Distribution
 From: Alan Carroll *AC*
 Subject: CIA Design Requirements and Criteria for Master Plan

Listed below are the design requirements and criteria agreed to so far by the CIA's Building Planning Staff and the Planning Team.

1. Net usable space required:

- a) Office (including computer):
 b) Food Service
 c) GSA Space:

Total

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2. CIA space is to be 70% office and 30% computer. Computer space may be underground.

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3. Net : Gross ratio ^{minimum} ~~75~~ percent. Gross includes lobbies, corridors, mechanical, elevators, etc. This yields total gross space of STAT

4. A ^{segregated} ~~separate~~ visitor's center is desired, to be used for processing visitors and to hold some types of meetings. Visitor's center should be about 40,000 S.F. and be adjacent to parking. After processing, visitors would either walk or return to their cars and drive to their appointments in the CIA.

5. CIA and GSA are considering addition of some other services, including a bank and credit union office, possibly near the new food service area.

6. Agency would prefer a ^{segregated} ~~separate~~ receiving facility, although this may be inefficient.

7. Agency feels having the new space all in one building would provide greatest advantages, especially flexibility in allocating space. However, Agency does not rule out having more than one new building.

8. New space should be easily accessible from the existing office building through surface walkways and pedestrian tunnels.

9. The Scattergood Thorne tract should be used for expansion but should not have major buildings on it. It should be used for such things as parking, ~~and the visitor's center.~~

10. RFI shielding will be required for the new building(s).

11. The Agency desires an access floor system throughout the new offices.

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12. The Master Plan should propose a phasing procedure for new facility construction.
13. The survey of the existing CIA site should not include the Scattergood Thorne tract. Survey information for this site and for other areas surrounding the CIA property will be taken from existing Fairfax County records and incorporated into the new base maps.

Please accept this summary as our understanding of the discussions, agreements, or directives. If we do not hear from you in a timely fashion, we will proceed based on the above.

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